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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF LOGISTICS		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

#1 - ACTION

FOR HANDLING AS APPROPRIATE.

FILE: 60-2

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FROM: (Name, org. symbol, Agency/Post)

HENRY P. MAHONEY
ADDA

Room No.—Bldg.

Phone No.

STAT

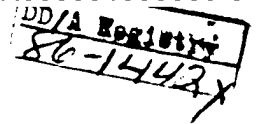
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* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206



General Services Administration
Federal Supply Service
Washington, DC 20406



AUG 14 1986

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Dear

GSA invites your organization to participate in user panels now being organized for the purpose of evaluating and rating systems and modular furniture products to be covered under Federal Supply Schedules FSC 71, part II, sections E & G.

Only furniture which meets basic safety and performance standards is eligible for contract. Within this group of furniture lines, product ratings are developed by the user panels to reflect the relative functionality and utility between furniture lines. In the acquisition process, product ratings are then used to weight basic furniture costs for selection of vendors based on value, not just lowest price. Nominees should therefore be responsible persons who are familiar with systems/modular furniture products and their applications, as well as agency requirements and concerns. Facilities managers, property managers, architects/designers, and engineers are usually amongst the types of personnel considered for nomination.

In addition to being familiar with the products being evaluated, nominees should be available to attend all product demonstrations to assure consistency in the development of product ratings for all vendors. A demonstration usually requires up to four hours. We estimate that one demonstration will be conducted per day beginning September 29, 1986, and that 10 - 15 working days may be required. If your nominee cannot devote the required time but is interested in participating, we urge that you submit their name and note the amount of time which they have available.

The panels play a very important role in this procurement program, and I encourage you to submit a nominee. A briefing session for all panel members will be held in our office at Crystal City, VA (Crystal Mall, Building #4) on September 15. We will inform each member of the other pertinent details beforehand.

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The name, title and telephone number of your nominee(s) should be submitted to the following address by August 30, 1986.

GSA - FSS
Furniture Commodity Center - FCNE
Washington, DC 20406

If you have any questions concerning this matter, please contact Mr. Jeffery Schatz at (703) 557-0913.


Your support is appreciated.

Sincerely,



JOHN R. ROEHMER
Director
Furniture Commodity Center

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Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505